

**July 26, 2023**

**ALICIA M. FLORES**

Head  
Budget Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear Maam:

I am Noessa C. David, a graduate of Bachelor of Science in Agribusiness at Visayas State University Baybay City, Leyte. I also have successfully passed the PPT-Civil Service Examination on Sub-Professional Level held last August 7, 2022. In line with this, I was hoping for consideration of a feasible position for a vacancy that fits my qualifications. I am currently working as an office clerk and a deputy Document Records Controller of the Department of Forest Science but I'm eager to expand my skills and knowledge in your office. I will try my best to be an added value given this is also my field of interest. I would like to apply to your good office for an Administrative Assistant II position. Based on the posted description, I am confident that I am fully qualified for the position and will be a strong addition to your team.

I had 2 years of experience in handling customers from almost all over the world handling customers' accounts specifically their transactions, fraud, and account limitations, and was able to handle them positively. I am trained to work under minimal supervision and am willing to undergo training/seminars if you would require it.

If you need further information about me, please find attached documents for your perusal.

Herewith attached is proof of passing for the said examination.

Thank you and I appreciate your time for viewing my application.

Respectfully yours,

**NOESSA C. DAVID**

Applicant